

## Jalil R. Davis

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EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA

**Bachelor of Business Administration, Graduation: May 2015**

**Major: Finance**

GPA: 2.77

Selected Courses:

Operations Management

Information Systems in Organizations

Financial Management

Law of Contracts

Risk Management

Business Communications

Awards:

- Dean's List, Community College of Philadelphia, Fall 2009, Fall 2010, Spring 2011, Fall 2012

EXPERIENCE: ROMA-THERM ALUMINUM PLUS, Philadelphia, PA May 2008 - Present

**Window Manufacturer**

- Provide support for a small manufacturing company, specializing in custom windows and doors for residential and commercial properties.
- Manage inventory to determine ordering needs and communicate with supervisor on weekly basis.
- Deliver windows to residences and businesses.

UPS AIR HUB, Philadelphia, PA

November 2005 - March 2006

**Package Handler/Runway Assistant**

- Loaded and unloaded cargo planes for a company that receives an average of 42 flights daily.
- Sorted, stocked, inventoried packages for a facility that handles about 95,000 packages an hour.
- Signaled and directed planes entering and departing runways.

MURPHY'S LIGHT MOVING, Philadelphia, PA

June 2004 - August 2006

**Driver/Mover**

- Moved residential and commercial belongings for a private owned moving company.
- Loaded, organized, delivered, and unloaded belongings using a 25-foot truck.
- Maintained communication with residents and business owners, and recorded receipts for payments.

SKILLS:

- Microsoft Word, Office, Excel, PowerPoint